

Venbury II Townhome Association  
Board Meeting at the Altoona Library  
Tuesday, April 11, 2023

Meeting called to order by President Doc Holiday at 9:15 a.m.

**Attendance:** President Doc Holiday, Vice President Donnell Vance, Treasurer Pat Thompson, Director Sheryl McWilliams, and Property Mgr. Steve Gulling. Secretary Lynn Bedford is excused.

A quorum was established.

Homeowners present: Randy Hartwig, Doug White, Gary McLain, Lynn Gibson, Bill Good, and Donna Burt.

**Previous Meeting Minutes:** March 14, 2023, Board minutes were approved by email on March 23, 2023. Minutes are posted on the website.

There is a change in the request for services form on the website. You can now complete it and submit it directly from the website. It goes directly to Steve's email.

**Financial Report:** Pat gave the Treasury report. The balances as of April 10, 2023 are as follows:

Checking	\$ 23,105.23
Reserve	\$ 58,110.55
Insurance Deductible	<u>\$ 78,313.52</u>
	\$159,529.30

Motion by Doc, 2<sup>nd</sup> by Donnell to approve the Treasurer's report. Motion carried.

Siding repair should start on April 17, 2023 with the removal and saving of siding from the first 2 buildings on Venbury. Siding is being saved to fix other units. If there is not enough siding from the first 2 buildings, we may have to side a third one. The deductible was per building and by using the old siding it saved the Association quite a lot. The insurance claim is not settled and as receipts come in Steve will submit them and we will get more money. The Board chose the color Champagne for the new siding which was as close to the current siding as possible. Steve noted that Dick Tremmel, Cedar Rapids would be doing the siding for the Association. Mr. Tremmel did the siding repair at Venbury Villas, too.

We cannot change insurance companies while there is an open claim. However, Doc and Jim Kunze are on an insurance committee that will be looking at options.

**Old Business:** 1015 Venbury - rerouting of the dryer vent was approved by email March 21, 2023. Steve said she also added an exhaust for a bathroom in the basement.

831 Elmwood – landscape blocks in existing tree ring was approved by email April 3, 2023. Gary stated they decided not to do the landscape blocks as there were too many roots and he did not want to cut into them. Steve said there is an egress window in back, metal surround is not attached and dirt is washing in, has already been submitted.

**New Business:** There was discussion of water and sewer line coverage. Steve said Venbury Villas had manifold break and there are questions as to their insurance coverage with the age of the units being a factor. Doc stated he hopes to have more answers by the annual meeting. Doc also encouraged homeowners to purchase assessment insurance.

Annual meeting will be Wednesday, May 10, 2023 at 6:00 p.m. at the library.

Doc asked if the homeowners present have any questions:

Gary asked if Board meeting agendas could be posted on the website or emailed?

Steve said he can email the agenda. It could be put on the Venbury Facebook page as well. Doc said that regular Board meetings are held in the odd months but homeowners can request a meeting in the even months.

Gary stated we need to start looking at expenses, where is the money coming from, and what needs to be done, what can we control and what we cannot. He asked if the Board has an operating budget. Steve explained how he uses the actual profit and loss from the previous year and convert it into a budget and then add and subtract. Gary suggested pulling back on the lawn care applications and probably only need three. There was further discussion of saving money on lawn care and the lawn service whether they are responsible for damage. It was brought up that the Board was split on volunteers cleaning the yards of debris as opposed to paying the lawn service to do it. That cost last year was \$250.00 and Donnell suggested we take it out of the contract for next year and we clean the yards before mowing season ourselves. Steve said his concern was if we missed something and they damaged their equipment.

Gary further suggested that it was not necessary for the Property Manager to be at meetings at a cost of \$250.00/meeting. Steve affirmed that he only comes to Board meetings when he is asked to attend. Donnell stated she has asked homeowners to come to the meetings to provide input, ideas, and to help us to save money. Steve said he has other Associations that have an annual assessment where the money goes into the Capital Improvements only. It was brought up that the minutes are posted on the website and encourage homeowners to read them. Information is and can be mailed or hand delivered to homeowners without computers. Homeowners can also post news and information on the Venbury Facebook page.

Doug brought up his concrete needing repair which Steve said it is already noted and is going to be repaired when weather permits. Doug said issues should go to the President and then the President should relay it to the Property Manager. Steve explained the process to submit the maintenance request on line that goes directly to

him. Lynn Gibson said there is too much responsibility given to the Property Manager. Steve said that anything minor he takes care of and with major work he contacts a contractor and gets approval from the Board. Steve said we need to walk around and check the rest of the Association's concrete so we do not have to pay another trip charge.

**Annual Meeting Update:**

Forms to send to homeowners by Property Manager:

Cover letter

Agenda

Previous year's "unapproved" annual minutes to approve

Audit report and response by Board

2022 Balance sheet and Profit and Loss

Proxy

Board and Audit Committee candidate list

Request for service form and instructions, if needed

Pat has submitted her resignation as Treasurer effective following the annual meeting and the Board, according to the bylaws, appointed John Pletchette to serve the remainder of her term. The Treasurer's position will then be up for election next year. The Vice President will also be elected next year and the Director is elected every year.

**Committees:** Nominating Committee report of Board and Audit Committee candidates, thus far:

President:	Doc Holiday	Randy Hartwig	
Secretary:	Lynn Bedford	Sheryl McWilliams	
Director:	Gloria Sapp		
Audit Committee:	Laurie McLain	Linae Hartwig	Donna Jacobson

**Unfinished Business:** None

**Business Approved by Email:** 1015 Venbury - rerouting of the dryer vent was approved by email March 21, 2023.

831 Elmwood – landscape blocks in existing tree ring was approved by email April 3, 2023.

**Good and Welfare:** Thank you to John Pletchette for cleaning up the island on Lindsay Ct. Thank you to Denise Lestor who keeps the island on Elmwood Ct. cleaned up.

Any snow stakes that have been pulled need to be given to the lawn service.

Steve updated on what happens when there is a new owner. He sends a welcome letter with instructions how to go online and find forms, maintenance request, auto withdrawal start/stop, how to pay, address where to send dues check, etc. He also sends them a Buyer's Registration Agreement that must be completed online. They

include their phone numbers and email addresses and sign that they have read all the documents, are aware there is a monthly HOA dues fee, and agree to obey the rules and bylaws of the HOA. There is also information sent for Buyers, Sellers, Lenders, and Realtors.

The calendar on the website also has a link that can go to your phone so you can have access to the Association calendar handy and it will update.

Meeting Adjourned at 11:10 a.m.

Minutes taken by Treasurer Pat Thompson

Lynn Bedford

Respectfully transcribed and submitted,  
Lynn Bedford, Secretary